

## **JOB VACANCY # JV 2016-43 (Planner III)**

**POSITION:** Planner III

**DEPARTMENT/DIVISION:** Community Development/Zoning & Planning

**CLASSIFICATION:** AFSCME 2763 - Professional

**POSTING DATE:** October 21, 2016

**SALARY:** \$56,752.92

Qualified, interested candidates must **submit a current resume application** to the Human Resources Department. Email: [jobs@readingpa.gov](mailto:jobs@readingpa.gov)

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The Planner III is primarily responsible for implementation and administration of the City's Subdivision & Land Development Ordinance, and those other land-use policies enabled by acts of the Commonwealth where participation and responsibilities are assigned to the 'planning agency'. Additionally, the Planner III will serve those additional and, at times, *ad hoc* initiatives of the administration and 'governing body'.

### **POSITION SUMMARY:**

- Act as a point-of-contact for parties initiating the subdivision and/or land development processes, or undertaking other improvements in the City of Reading.
- Provide known background information (e.g. historical use, comprehensive planning, zoning, environmental constraint), when requested by the general public, City government, other regulatory interests.
- Provide and interpret information on federally-designated and -regulated flood boundaries (*i.e.* the National Flood Insurance Program's rate maps).
- Provide and interpret federally-compiled and disseminated information on population and demographics (*i.e.* the decennial United States Census).
- Maintain and revise the Zoning Map and Official Map, keeping current with all affecting legislative actions of City Council.
- Provide professional advisement in issues of placement, design and aesthetics, in keeping with the City's Comprehensive Plan, appending plans, and generally-accepted urban planning theories and practices.
- Administer the subdivision and land development processes, including all required correspondence, in accord with the Pennsylvania Municipalities Planning Code, the City's Zoning and Subdivision and Land Development ordinances, and other relevant statutes, ordinances and codes.
- Inspect projects under development/construction for conformance with plans of record, and statutes, ordinances and codes having jurisdiction.
- Provide professional advisement and administrative support in all activities and initiatives of the City of Reading Planning Commission.
- Organize and facilitate continuing education requirements for the Reading Planning Commission.
- Organize and facilitate community outreach programs.
- Compile and maintain the complete records of the Planning Commission's business, as required by the Pennsylvania Municipalities Planning Code, and communicate the same, when formally requested, in accord with Pennsylvania's open records/right-to-know laws.
- Provide professional advisement to the Administration, City Council, and other City boards, authorities and commissions undertaking community development/land use initiatives.
- Liaise between the Planning Commission and other City boards, authorities and commissions on issues of mutual concern.
- Prepare and recommend amendments to the City's land use ordinances which would further implement the policies and goals stated in the City's Comprehensive Plan, appending plans, and generally-accepted urban planning theories and practices.

- Prepare remedial amendments to the City's land use ordinances where determined to be in conflict with the Pennsylvania Municipalities Planning Code, as amended.
- Inventory environmentally-challenged 'brownfield' sites, and opportunities for the assessment, remediation, marketing and redevelopment of the same.
- Develop 'requests for proposals' for contracted services serving community development goals and objectives.
- Draft and administer new ordinances on land use policy, e.g. complete streets and natural resources.
- Prepare GIS Maps as needed.
- Provide requisite information to the Department of Public Works for Chapter 94 Report to Pennsylvania Department of Environmental Protection.
- Prepare neighborhood action strategies.
- Prepare quarterly and annual reports on all planning activities.
- Perform other duties as assigned by the Division Manager

## **MINIMUM QUALIFICATIONS:**

### ***Educational Requirements***

- Bachelor's or Master's degree in urban planning, architecture, civil engineering, landscape architecture, land surveying or related curriculum.

### ***Experience***

- Prior experience in urban planning, architecture, civil engineering, landscape architecture, land surveying, and/or geography. Prior experience in public or private-sector planning.
- Two years of full-time professional experience in the field of Community Development with preference given to experience in the field of Urban Planning.
- Graduate degree may be substituted for one year of full-time professional experience
- Valid Pennsylvania Driver's License.
- Working knowledge of basic principles and concepts of GIS, cartography, GIS data creation and maintenance.
- Skilled in the use of desktop GIS.
- Good graphic art, cartographic and design skills.
- Able to research topics and prepare succinct reports on subject material.